

ALTERNATIVE ORGANIZATIONAL STRUCTURES FOR ALL S.E.S./GROUP FOUR CLASSIFICATIONS – October 2004

<u>Department Director (Senior Director, Unclassified, or Elected)</u>		<u>Bureau Director (SME 19 or SBA 18 or Unclassified)</u>		
Administrative Support	SEMA 15	Administrative Support	SEMA 11 (for SME 19 or Unclassified)	
Exec/Administrative Assistant	Sr Exec Asst Dir 16 or SAA 15 or Unclassified		Exec Secretary 11 (for SBA 18)	
Chief Deputy Director and/or Deputy Director	Sr Chief Deputy Dir 21 or Unclassified	Administrative Assistant	Specialist 14	
Bureau Director	Sr Deputy Director 20 or Unclassified	Overall Bureau Deputy Director	SBA 18	
Office Director	SME 19 or SBA 18 or Unclassified		OR	
Managers	SPE 18 or SOA 17 or Unclassified	Multiple or Limited Bureau Deputy Dir	SOA 17	
	SAM 16	Division Director	SDA 17	
		Managers	SAM 15 or Manager 12/13/14/15/16	
		Staff/Program Specialist	Analyst 12/Specialist 13/14/15	
<u>Chief Deputy Director (Senior Chief Deputy Director 21 or Unclassified)</u>		<u>Deputy Bureau Director (SBA 18 or SOA 17 or Unclassified)</u>		
Administrative Support	SEMA 13	Administrative Support	Executive Secretary 10	
Exec/Administrative Asst	Sr Exec Asst Deputy Dir 15 or SAA 15	Administrative Assistant	Departmental Specialist 13	
Deputy Director	Sr Deputy Director 20 or Unclassified	Division Director	State Division Administrator 17	
Bureau Director	SME 19 or SBA 18 or Unclassified	Managers	SAM 15 or Manager 12/13/14/15/16	
Office Director	SPE 18 or SOA 17 or Unclassified	Staff/Program Specialist	Analyst 12/Specialist 13/14	
Managers	SAM 15			
<u>Deputy Director (Senior Deputy Director 20 or Unclassified)</u>		<u>Division Director (SDA 17)</u>		
Administrative Support	SEMA 13	Administrative Support	Executive Secretary 10	
Exec/Administrative Asst	Sr Exec Asst Deputy Dir or SAA 15	Administrative Assistant	Specialist 13	
Bureau Director	SME 19 or SBA 18 or Unclassified	Overall Division Deputy Director	SAM 16	
Office Director	SPE 18 or SOA 17		OR	
Managers	SAM 15	Multiple or Limited Division Deputy Director	SAM 15	
		Managers	Manager 12/13/14/15/16	
		Staff/Program Specialist	Analyst 12/Specialist 13/14	
<u>Major Office (SME 19 or SBA 18 or Unclassified)</u>				
<u>Note:</u> To qualify as a Major Office, staff must consist of at least 100 FTE's, 50 of which are professional.				
Administrative Support	SEMA 11 (for SME 19 or Unclassified) or Executive Secretary 10 (for SBA 18)			
Administrative Assistant	Specialist 13			
Overall Office Deputy Director	SOA 17			
	OR			
Multiple or Limited Office Deputy Director	SAM 16			
Managers	Manager 12/13/14/15			
Staff/Program Specialist	Analyst 12/Specialist 13/14			
<u>Office Director (SPE 18 or SOA 17 or Unclassified)</u>		<u>SAM 16</u>		<u>SAM 15</u>
Administrative Support	SEMA 11(for SPE 18 or Unclassified)	Administrative Support	Secretary 8/9	Secretary 8/9
Administrative Assistant	Executive Secretary 10 (for SOA 17)	Administrative Assistant	Analyst 12	Analyst 12
	Specialist 13	Managers	Manager 12/13/14/15/16	Mgr 12/13/14/15
Overall Office Deputy Director	SAM 16	Staff/Program Specialist	Analyst 12/Specialist 13	Analyst 12/Specialist 13
	OR			
Multiple or Limited Office Deputy Director	SAM 15			
Managers	Manager 12/13/14/15/16			
Staff/Program Specialist	Analyst 12/Specialist 13/14			